

3 AUG 1982

MEMORANDUM FOR: Director of Logistics
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Personnel and Training Staff, OL
Chief, Systems Analysis Branch, OL
Chief, Records and Services Branch, OL
Chief, Budget and Fiscal Branch, OL
Chief, Logistics Services Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL
Chief, Printing and Photography Division, OL
Chief, Building Planning Staff, OL

FROM:

[Redacted]
Chief, Plans and Programs Staff, OL

STAT

SUBJECT:

Guide to Logistics Field Support

1. The Guide to Logistics Field Support is being prepared to provide logistics officers and other personnel performing logistics functions overseas a reference which contains most of the information needed, with samples, to provide support to a field station. The guide is intended as a ready reference for new or otherwise inexperienced personnel to compensate for assistance that may not be available from senior experienced personnel.

2. The first draft of the guide, less the section on "How to Conduct an Evacuation", is attached for your review and comments. Please review the guide in detail and provide comments on the following:

- a. The accuracy and completeness of the information.
- b. The writing style, i.e. too informal.
- c. Additional sections required.
- d. Does the guide accomplish its purpose?
- e. Information on the missing section (How To Conduct an Evacuation): What are a log officer's responsibilities in an evacuation, Checklist for actions to be taken prior to evacuating, etc.

3. May I have your comments by 27 August 1982.

[Redacted] STAT

Attachment

OL 2 3493

[Redacted] STAT

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Guide to Logistics/Field Support

FROM:

C/RECD/OL

EXTENSION

NO.

OL 2 3493

DATE

18 AUG 1982

STAT

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS/OL

Dave:

STAT

The information pertaining to the Real Estate portion of the subject draft was provided by the Real Estate Branch. In view of this, we find the draft acceptable and have no recommendations for changes at this time.

This Division would appreciate a copy of the final Guide when issued. Please contact [redacted] extension [redacted] if further information is required.

STAT

STAT

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Guide to Logistics Field Support

FROM:

EXTENSION

NO.

OL 2 3493

DATE

3 August 1982

STAT
STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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D/L2.
C/PMS/OL3.
C/SS/OL4.
C/P&TS/OL5.
C/SAB/OL6.
C/R&SB/OL7.
C/B&FB/OL8.
C/LSD/OL9.
C/PD/OL10.
C/RECD/OL11.
C/SD/OL12.
C/P&PD/OL13.
C/BPS/OL

14.

15.

C/REB

STAT

IT WOULD APPEAR THAT
[REDACTED] SHOULD
REVIEW THIS PACKAGE
IN VIEW OF HIS
FIELD ADMINISTRATION
COURSE PARTICIPATION
& EXPERIENCE.
PLEASE HAVE PAPER
REVIEWED AND
RESPONSE PREPARED
BY SUSPENSE DATE
ABOVE.

STAT

8/6/7

Page Denied

TO OL

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Site Renovation, Project 4C [REDACTED]

REFERENCE: Memo for DCI from DDA, dtd 18 Mar 82,
Same Subject (ER 82-2747, DDA 82-0693/1)

25X1

1. The Intelligence Community (IC) is developing an automated data system to manage compartmented information access approval for IC personnel. This project, known as 4C, is being developed by the Office of Data Processing for the Office of Security (OS). The project involves [REDACTED]

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[REDACTED] a communications/computer facility in Room 1A10/20 of the Headquarters Building. In order to meet critical project schedules, paragraph 4 of this memorandum requests approval to use the special authority of the Director of Central Intelligence to contract for limited facility renovations in the Headquarters Building. [REDACTED]

25X1

2. The initial operating date for the system was originally scheduled for June 1982. Discussions with the General Services Administration (GSA) in early March of this year indicated that it would take six months for GSA to complete the construction using local GSA forces tradesmen assigned to the Headquarters Building. To meet the start-of-operations date, a direct Agency construction contract was considered. This would have required the use of the Director's special authority which was requested per the reference and subsequently denied. Schedules were then rearranged for a December 1982 start of operations based on a six-month local forces construction time. [REDACTED]

25X1

3. GSA has now indicated that the local forces mode, in which the work was to be accomplished in six months, is no longer feasible due to decreased GSA resources and sharply increased Agency workload. It is estimated that the time it would take to complete construction through a GSA construction contract, which is handled through the regional office, would be 18 months. Such a delay is totally unacceptable if OS and the Agency are to meet commitments already made to the rest of the IC. [REDACTED]

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CONFIDENTIAL

SUBJECT: Site Renovation, Project 4C

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4. It is, therefore, requested that approval be given under Section 8 of the CIA Act of 1949 to renovate Room 1A10/20 in the Headquarters Building for the 4C Computer Center using a direct Agency construction contract. Total construction contract cost is estimated to be approximately for which funds are currently available.

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25X1

Harry E. Fitzwater

CONCUR:

Executive Director

Date

Deputy Director of Central Intelligence

Date

APPROVED:

Director of Central Intelligence

Date

Distribution:

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1 - DCI

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Orig.

25X1

Acting Director of Logistics

2

12 May 82

Date